



MUNICIPAL SERVICES ASSISTANT
City Clerk's Office
\$3,810- \$4,860 monthly

ABOUT THE POSITION

The City of Morgan Hill is recruiting for a Municipal Services Assistant position in the City Clerk's Office.

The Office of the City Clerk is a service department within the municipal government upon which a five member City Council, all City departments, and the general public rely for information regarding the operations and legislative history of the City. The City Clerk's office serves as the liaison between the public, the organization, and City Council; and provides related municipal services. The City Clerk's office provides information for meetings and recording all Council actions, and oversees the Records Management Program for the protection and preservation of public records.

EXAMPLES OF DUTIES:

Prepares and distributes City Council agendas.

Oversees the City of Morgan Hill's Record Retention Schedule/Program.

Provides factual information regarding City guidelines as they apply to the City Clerk's Office.

Tracks and maintains records and information necessary for work related to assigned function.

Assists with the preparation of agendas, minutes and the postings of City Council and Committee meetings.

Assists with the State of California's Fair Political Practices Commission filings.

Processes passport applications.

Performs responsible administrative and technical work.

Enters and retrieves data using a computer-based records system and operates standard office equipment.

Administers computer programs/software.

Prepares a wide variety of correspondence, reports, ordinances, resolutions and documents from brief oral or written instructions, rough notes and/or recordings using a computer.

Distributes information to other City staff and outside agencies as appropriate and follows up as required.

Provides support to the City Manager's Office, including bill coding and scheduling.

QUALIFICATIONS

Education/Experience: Equivalent to graduation from high school and three years of responsible office administrative experience. Familiarity with functions and procedures of specified functional area in a municipality. Experience working in a City Clerk's office and/or municipal government is desirable. Possession of a valid California Class C Driver's License in compliance with City driving standards. Familiarity with Laserfiche or other document imaging programs is highly desirable.

Knowledge of legal requirements relating to the Brown Act, Political Reform Act, California Public Records Act, Fair Political Practices Commission requirements and knowledge of procedures and requirements for developing, maintaining and archiving municipal records is highly desirable.

BENEFITS

Health Allowance and Flexible Benefits Plan

Depending upon the number of dependents the health allowance ranges from \$575 to \$1,260 per month for core health benefits. City employees participate in the PERS Health Program, and may choose their medical coverage from a variety of providers. The City's flexible benefits plan includes medical and dental coverage as core benefits, and a range of optional benefits including eye care and medical and dependent care accounts. A term life insurance policy of \$100,000, short-term and long-term disability plans and an employee assistance plan are provided at City expense.

Other Benefits

The City offers the PERS 2.5% at 55 pension plan, based on single highest year, credit for unused sick leave, and pays 7% of employee's 8% PERS retirement contribution. A tuition reimbursement program of up to \$1,500 per fiscal year and 5% bilingual pay for certified working knowledge of Spanish and American Sign Language are available to qualified employees. The City contributes 2% of employees' base salary to deferred compensation plans.

Vacation, Sick Leave, Holidays

Annual vacation ranges from two to four weeks per year, based on years of service. Employees accrue eight hours of sick leave each month. A sick leave cash-out option is available annually. The City observes 13.5 paid holidays, and provides two floating holidays each year. The City observes a furlough between Christmas and New Years Day each year.

APPLICATION PROCESS

Submit Completed City Application and Current Resume to:

City of Morgan Hill
Human Resources Department
17555 Peak Avenue
Morgan Hill, CA 95037

Call (408) 779-7278 for an application or download an application at <http://www.morganhill.ca.gov/jobapplication>. This position is open until filled, with an initial screening date of March 15, 2010. Applicants who pass the first screening may be asked to submit a supplemental questionnaire. Only the most qualified applicants will be invited to continue in the selection process. In addition, final candidates for the positions are required to pass a State of California Department of Justice criminal records check, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department.

Agency Shop: Persons appointed to this position are represented by the American Federation of State, County and Municipal Employees Local 101 (AFSCME) and will be required to either join the Union or pay an agency fee in lieu of membership. **EOE**